



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
HIGH SCHOOL EQUIVALENCE

GED TRANSCRIPT REQUEST

(573) 751-3504
P.O. BOX 480
JEFFERSON CITY, MISSOURI 65102

INSTRUCTIONS ► IF YOU HAVE RECEIVED A MISSOURI CERTIFICATE OF HIGH SCHOOL EQUIVALENCE AND NEED AN ADDITIONAL TRANSCRIPT(S), YOU MUST COMPLETE AND RETURN THIS FORM WITH A PAYMENT OF \$2.00 FOR EACH TRANSCRIPT. THE TRANSCRIPT(S) WILL **NOT** BE SENT UNLESS THE \$2.00 HAS BEEN ENCLOSED.

IF A SEARCH IS MADE AND NO RECORD IS FOUND, **THE FEE WILL NOT BE REFUNDED.**

WE CANNOT PROCESS YOUR REQUEST UNLESS YOU HAVE PROVIDED **ALL** OF THE INFORMATION REQUESTED ON THIS

TO: GED OFFICE
P.O. BOX 480
JEFFERSON CITY, MISSOURI 65102

DATE

DEAR SIR:

I TOOK THE GENERAL EDUCATIONAL DEVELOPMENT (**GED**) TESTS AT

TESTING CENTER

TEST DATE

MY DATE OF BIRTH

SOCIAL SECURITY NUMBER

MY TEST WAS TAKEN UNDER THE NAME OF

PLEASE SEND A TRANSCRIPT OF MY GED SCORES TO THE FOLLOWING:

NAME

ADDRESS

CITY

STATE

ZIP CODE

NAME

ADDRESS

CITY

STATE

ZIP CODE

I AM ENCLOSING \$2.00 (MONEY ORDER) FOR **EACH** TRANSCRIPT REQUESTED.

SIGNATURE

DATE

IF APPLICANT IS UNDER 18 YEARS OF AGE, PARENT **MUST** SIGN PERMISSION.

PARENT SIGNATURE

DATE

NOTE: DUPLICATE CERTIFICATES are issued upon payment of a \$15.00 fee (money order or cashier's check only) made payable to "Treasurer, State of Missouri."